NEW LOOK

20062014

Attachments

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Test Team

NEW LOOK

20062014

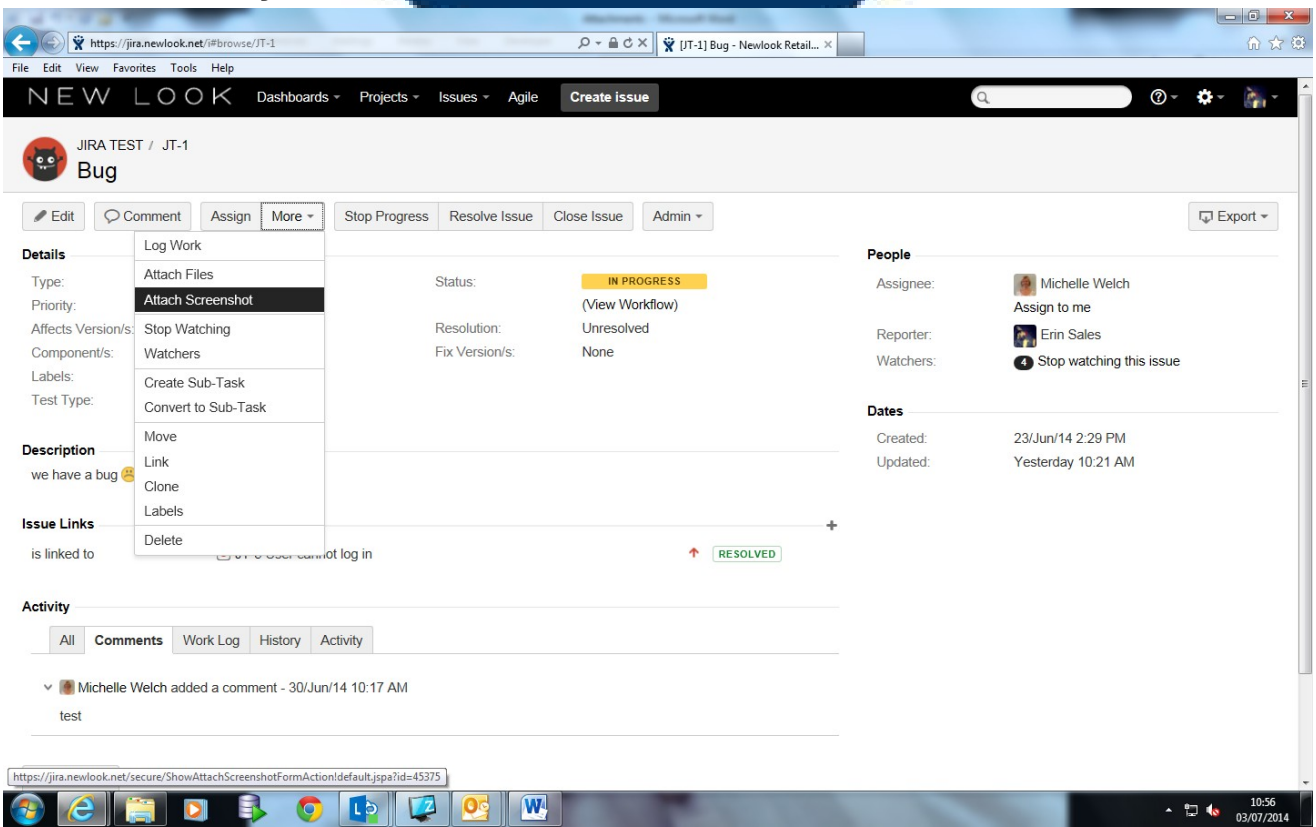
Introduction

When creating/ editing an issue in JIRA, you will find that at times a screenshot is needed for clarity.

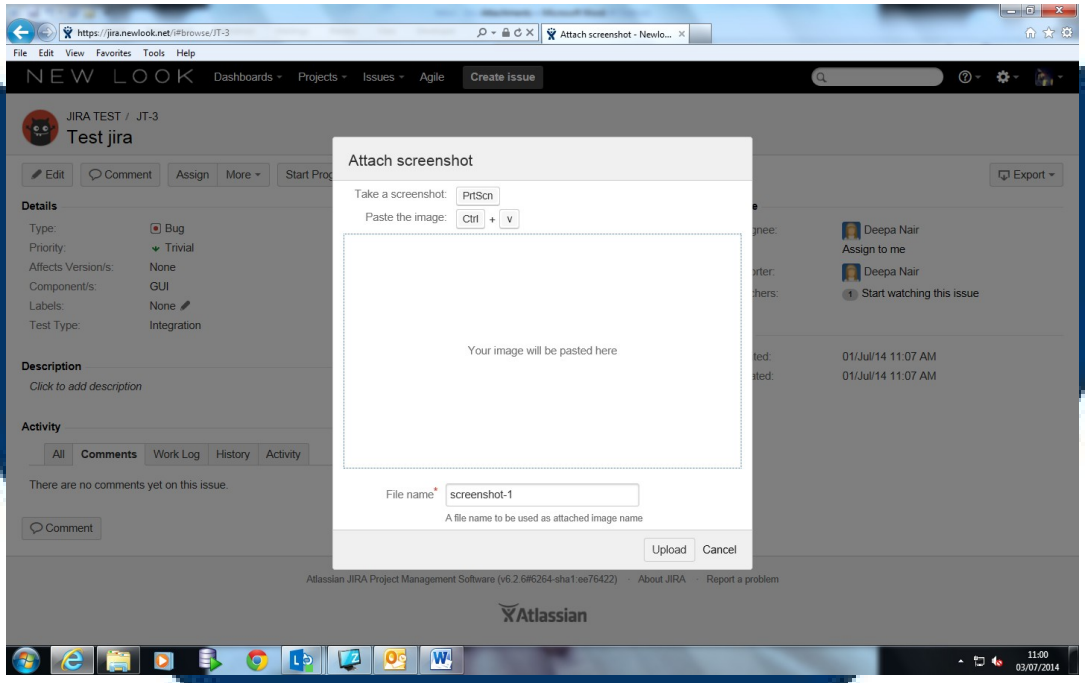
Sometimes you may need to add a file that is connected to the issue you have raised.

Attach a screenshot

- Take your screenshot

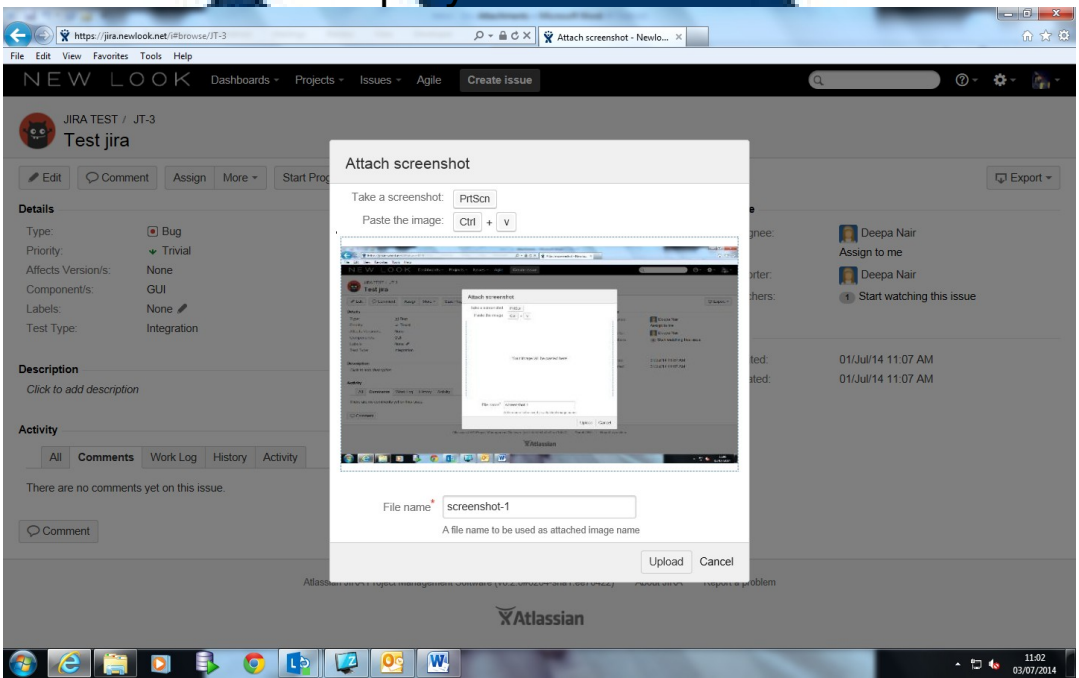


This will open up a pop up for attaching a screenshot:


Attach screenshot
Take a screenshot: PrtScn
Paste the image: Ctrl + v
Your image will be pasted here
File name* screenshot-1
A file name to be used as attached image name
Upload
Cancel

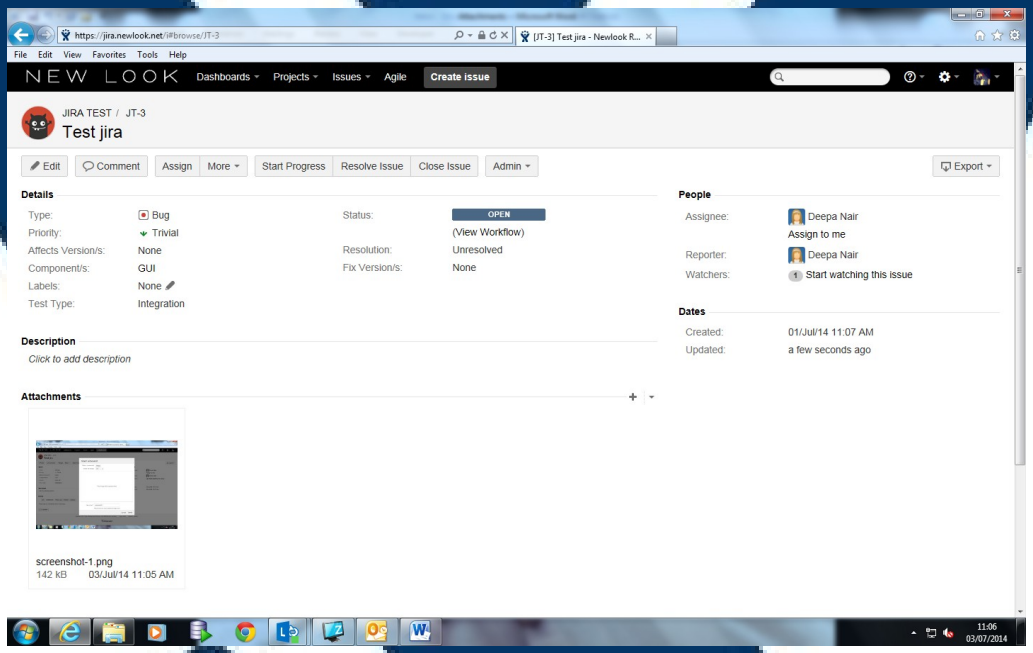
- Following the instructions at the top of the box, you can now paste you screenshot into the box using **Ctrl+v.**

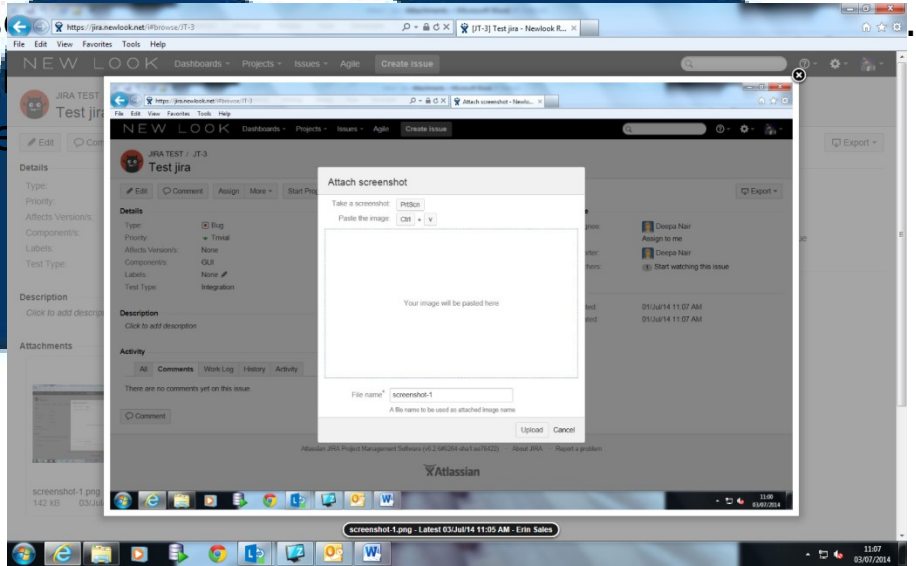
Your screenshot is displayed in the box.



You have the option to change your file name if needed. If not, this is pre-populated with a generic name.

- Click ‘Upload’



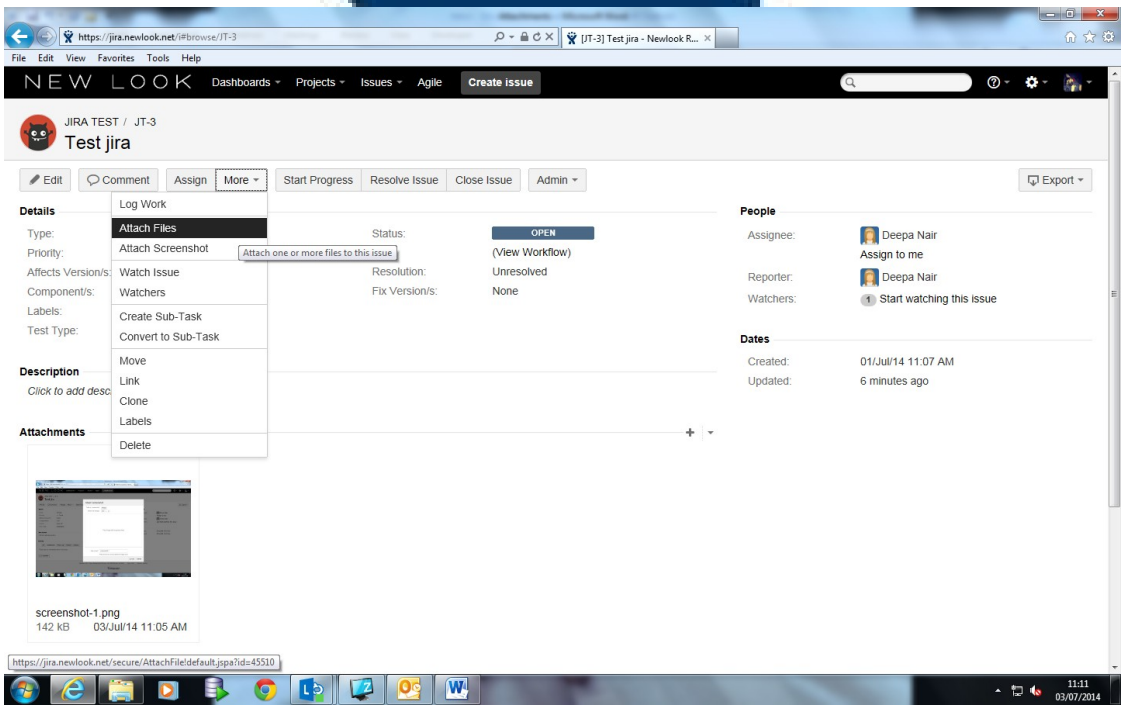
You can s  . All attachme
‘Attachme

- Click

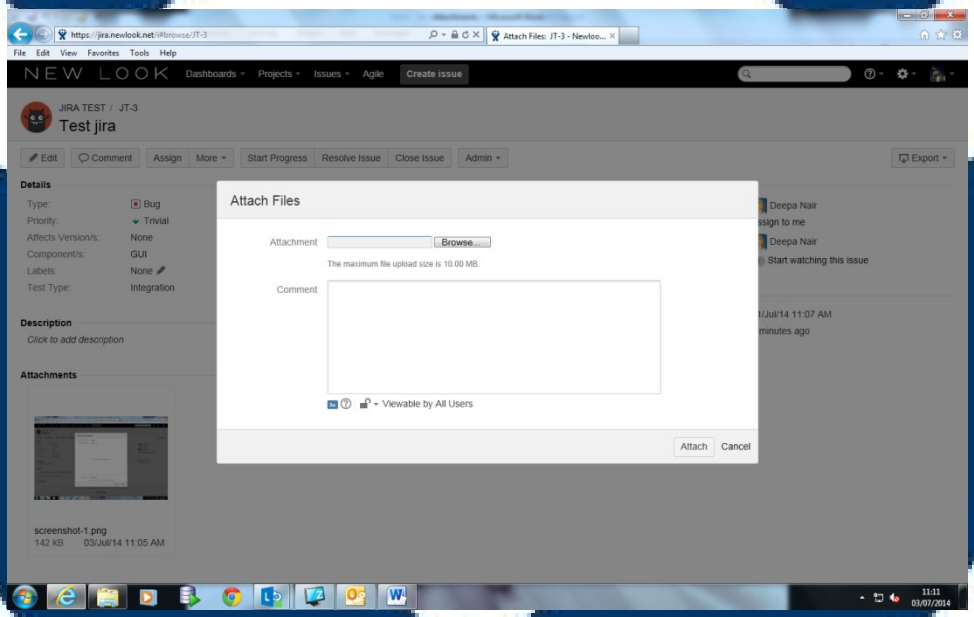
Your attachment opens up.

Attach a File

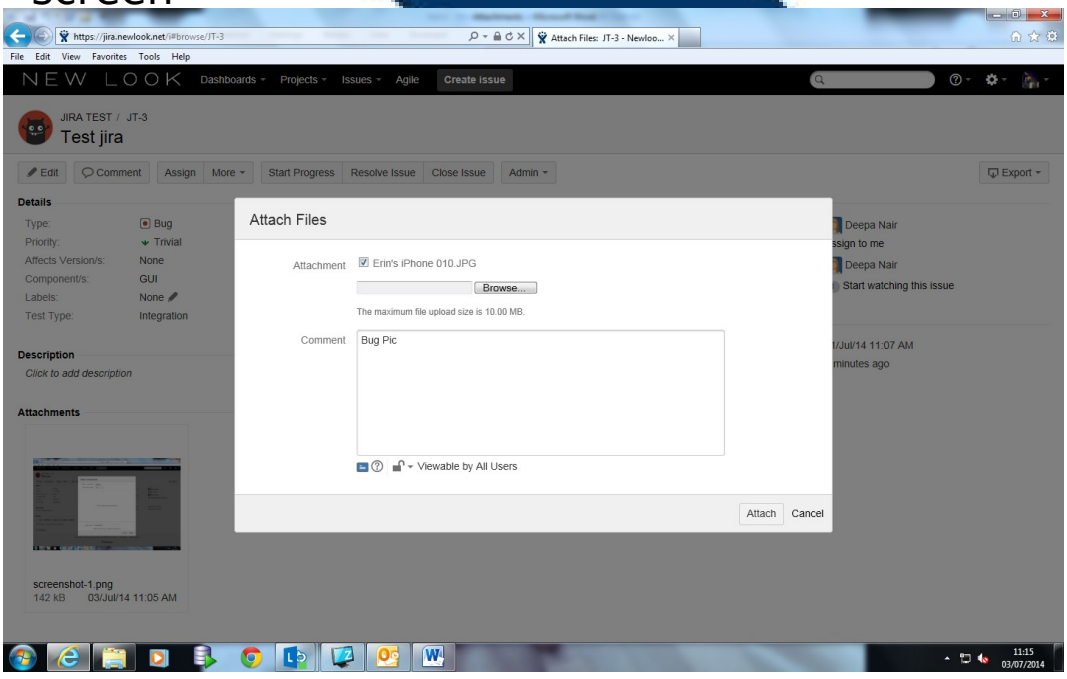
- Ensure you know where your file is saved. This can be a document or a picture.
- Find the issue you would like to add the file to and open it up
- Select **More** then **Attach Files**



This will open up a pop up box for attaching your file.



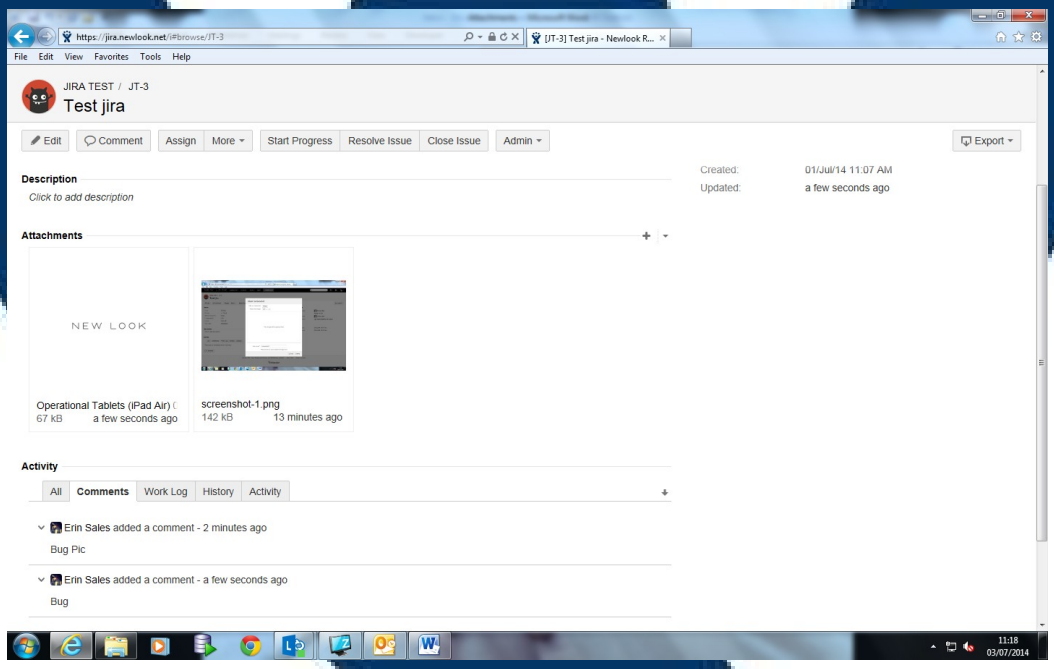
- Click on ‘Browse’ and search for your saved document/ photo. Double click on it.
- Your document loads onto your ‘Attach Files’ screen



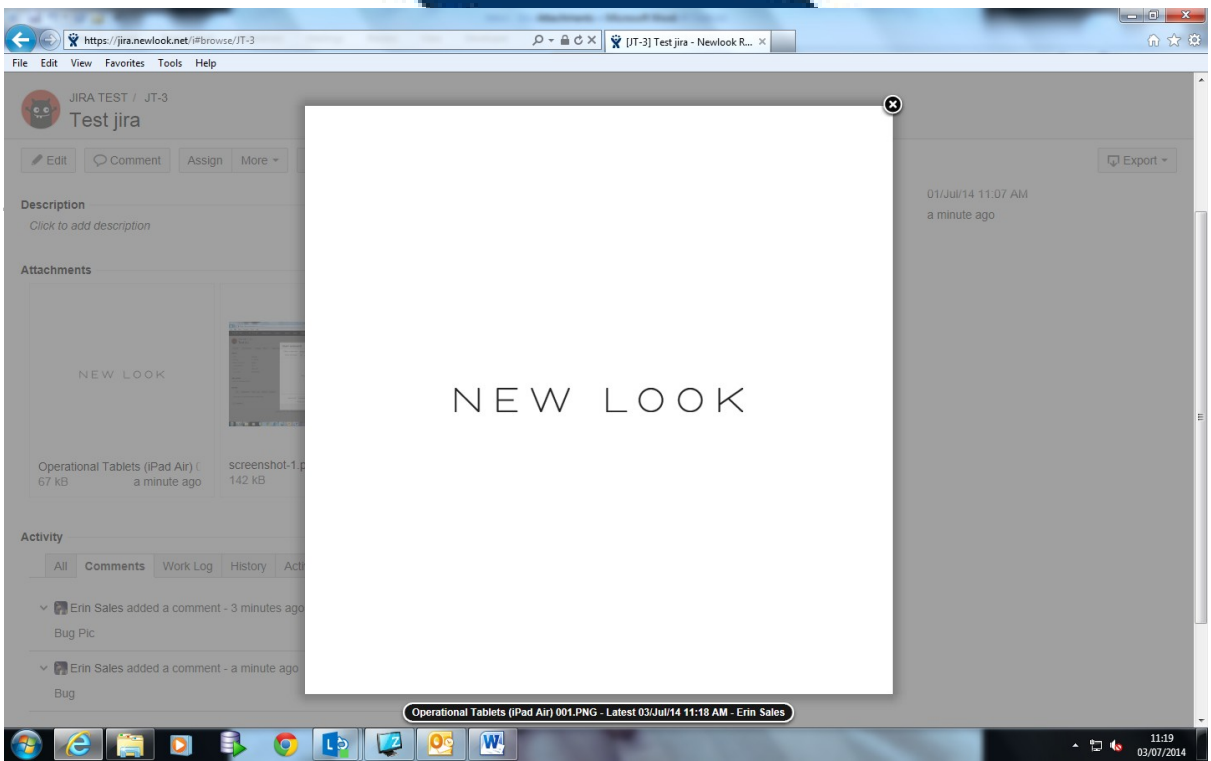
You are able to add comments to your file in the box below.

- Click ‘Attach’

Your document/ photo is now attached to your issue and is displayed under Attachments.



I



If you encounter any issues when trying to attach files or screenshots please contact your JIRA champion.